



Phoenix Indian Center, Inc.

4520 N. Central Avenue, Suite 250 - Phoenix, AZ 85012
Phone (602) 264-6768 Fax 602-274-7486
www.phxindcenter.org

JOB ANNOUNCEMENT

TITLE: **WORKFORCE SKILLS TRAINER**

HOURS: TBD - Contracted position

SALARY: (DOE)

DUTIES:

Develops curriculum, lesson plans and conducts class room training for adults in the areas of job readiness and career exploration and preparation. Provide customers with current industry hiring practices information. Enters documentation into customer case files and database. Collaborate with staff and community agencies/businesses to identify speakers and other resources. Develops and conducts job readiness classes covering job search techniques; skill assessment; resume development and related topics. Maintain accurate customer files to include entering case notes and attendance into database.

Periodically reviews and updates materials and lesson plans incorporating new or updated information. Routinely conducts research to ensure materials and information is in accordance with current industry practices. Attends related community meetings and events and networks to obtain speakers. Determines needs for specific training for target populations and develops and implements lesson plans and workshops to address these needs.

Prepares and submits monthly reports. Establishes and maintains professional working relationships with agency staff and within the community. Work with staff and local community organizations to identify speakers and interviewers for class activities. Other duties as assigned.

REQUIREMENTS:

Prefer Bachelor's degree in Education, Social Services or Counseling with 3 years experience training adult learners. Excellent verbal and written communication skills. Knowledge of area job market and workforce trends. Knowledge of social, educational and economic issues of off-reservation Native American population. Must possess valid DPS fingerprint card or able to obtain one upon offer of employment. Proficiency in Microsoft Office Suite. Must have dependable transportation with a valid driver's license and automobile insurance coverage in compliance with Phoenix Indian Center requirements.

CLOSING DATE: OPEN UNTIL FILLED (Posting Date: August 31, 2015)

SUBMIT COMPLETED APPLICATION INCLUDE UPDATED RESUME TO:

PHOENIX INDIAN CENTER PERSONNEL
4520 North Central Avenue, Suite 250, Phoenix, AZ 85012
602-264-6768, ext 2103 – 602-274-7486 (Fax)
Online at phxindcenter.org click on Work With Us

PREFERENCE: In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference a copy of tribal affiliation must be submitted with application and resume.
